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| Description: TWPLOGO  ***Recreation SUPERINTENDENT (Full-Time)***    Upper Merion Township, located in King of Prussia, PA is looking for an, energetic ***Recreation Superintendent***. The ***Recreation Superintendent*** is responsible for the oversight of recreation activities and special events for the department. This position involves working evenings and weekends on a regular basis. The incumbent shall budget income and expenses for programs, interview, hire, train and evaluate personnel, secure facilities for programs, and purchase supplies and maintain a system of inventory control. In addition, the incumbent shall participate in office management and direction of the intern program. This position entails oversight of public relations and marketing of recreation programs and special events. The ***Recreation Superintendent*** will report directly to the Assistant Director of Parks and Recreation.  The duties of the ***Recreation Superintendent*** include (but not limited to):   * Supervises volunteers and participants in recreation activities; full-time Program Coordinators, and seasonal staff, trains recreational staff and volunteers * Works with Program Coordinators to develop and organize recreation programs to be held within the various parks, schools, and Community Center. * Develops new and innovative programs. * Organizes activities and programs such as summer camps. * Recruits, hires, evaluates, and trains personnel to facilitate activities. * Assesses equipment and supplies needed to facilitate programs, maintains a comprehensive inventory. * Polices facilities to ensure safe activities by participants and minimizes damage to equipment and facilities while in use. * Drives Township vehicle to various sites within the Township. * Assists in organizing Department’s special events such as Earth Day, Fall Fest and Holiday Village. * Provides responsibility for facilities while in use. * Meets with individuals and groups to devise new recreation programs and evaluate and upgrade existing activities. * Performs other duties as assigned.   **Examples of Work:**   * Organizes activities, such as, sports leagues for adults: schedules games, referees, keeps score, and supervises play. * Provides responsibility for facilities while in use. * Develops new and innovative programs. * Establishes a teen recreation activity center to provide sports, crafts and social activities.   Meets with individuals and groups to devise new recreation programs and upgrade existing activities.  **Position Requirements:**   * Bachelor’s Degree in Parks and Recreation or closely related field preferred. (A suitable combination of experience and training may be considered.) * 3-5 years of professional experience. * CPR, AED and First Aid certification is required. * Ability to work a flexible schedule that includes days, evenings, split shifts, weekends and/or holidays. * Working knowledge of MS Word, Excel and PowerPoint, Outlook, Desktop Publishing and other recreation related computer software. * Maintains a valid Pennsylvania Driver’s License is required. * Available to work days, evenings and weekends. * Has current; PA Child Abuse; PA Criminal; and FBI clearances or ability to obtain clearances * Completion of pre-employment drug test screening * CPR/First Aid certified or ability to obtain certification.   **Work Hours:**   * • 35 hours per week. * Some nights and weekends which coordinate with on-going programs are required.   **How to Apply**:   * For immediate consideration, applicants should complete an employment application by visiting <https://www.umtownship.org/?wpfb_dl=3158> and submit the **full job application, cover letter and resume** via email to: [hr@umtownship.org](mailto:hr@umtownship.org). **Applications will be accepted until positions are filled.**   **Equal Opportunity Employer** |
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